

We are **HIRING!**



Position:

LOGISTICS AND TRACKING COORDINATOR

ON AFRICA CONSTRUCTION we are looking for a competent **Logistics and Tracking Coordinator** to oversee and facilitate the supply chain operations aiming for maximum efficiency.

» Interested candidates may send their Cover letter and CVs through,
E-mail:
hr@onafricaconstruction.co.tz

Deadline: 15th, July 2024

REQUIREMENTS: QUALIFICATIONS:

Diploma of Procurement and Logistics, Business Administration, Supply chain Management, or relevant field.

- Minimum 3 years experience as a logistics and tracking coordinator.
- Experience in customer service will be appreciated.
- Knowledge of laws, regulations and ISO
- Computer-savvy with a working knowledge of logistics software.
- Outstanding organizational and coordination abilities.
- Excellent communication and interpersonal skills.
- Experience working in Construction and Logistics is an added advantage.

RESPONSIBILITIES:

- Coordinate and monitor supply chain operations.
- Ensure premises, assets, and communication ways are used effectively.
- Utilize logistics IT to optimize procedures.
- Recruit and coordinate logistics staff (e.g. truck drivers and Operators) according to availabilities and requirements.
- Supervise orders and arrange stocking of materials and equipment to ensure they meet needs
- Communicate with suppliers, retailers, customers, etc. to achieve profitable deals and mutual satisfaction.
Plan and track the construction material to the final decision in a cost-effective manner.
- Keep logs and records of all project stock, executed orders etc.
- Prepare accurate reports for upper management.
- Tracking vehicle movements and GPRS records
- Managing the vehicle tracking system and keeping updates of the vehicle locations.